



Job Opportunity

State Controller's Office

Position: Student Assistant

Statewide

Location: Personnel/Payroll Services Division
300 Capitol Mall, 9th floor, Sacramento, CA 95814

Issue Date: 09/12/06

Final Filing Date: Until Filled

Contact/Telephone:
Bill Lunardi, 323-4921

Who May Apply: Students who are currently enrolled in a minimum of six units of college courses. Applicant should provide proof of enrollment.

California Relay Service: 1-800-735-2929

Position Number(s): 051-220-4870-930

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under the supervision of a Payroll Supervisor and in a learning capacity, the Student Assistant performs various administrative, technical and clerical duties in support of daily payroll operations.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Audit, process and distribute daily payroll cycle materials and reports to Personnel/Payroll Operation's staff. Research and resolve various daily cycle problems; including batch number errors, delayed and missing data, etc. Process requests to hold incorrect payroll warrants prior to releasing the State's daily or master payroll.
- Perform detailed research of employment and payment history, deductions and W-2 information in preparation of correspondence, subpoenas, wage breakdowns, payments and adjustments.
- Review, evaluate and prioritize incoming mail and computer generated messages; distribute to office staff as appropriate.
- Maintain database of agencies' addresses and generate labels for mass mailing. Update and modify various form letters and record center requests via PC.
- Perform miscellaneous office tasks as necessary; including, filing, batching, controlling, and receptionist duties.

Applications will be screened and only the most qualified will be interviewed



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.



How to Apply:

All hires will be subject to a background check.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Personnel/Payroll Services Division

300 Capitol Mall, 9th floor

Sacramento, CA 95814

Attn: Bill Lunardi